



AP 7-106 - FACILITIES REQUEST FORM

Organization Name: _____

Organization Type (check all that apply):

- School/Division based
- Community based
- Youth targeted
- Adult targeted
- Non-profit
- Commercial
- Private
- Other: _____

All non-profit organizations must submit proof of group affiliation, plus a list of participants if requested.

Org. Contact: _____

Primary Phone: () _____

Secondary Phone: () _____

Alternate Phone: () _____

Email: _____

Event Leader: _____

Primary Phone: () _____

Secondary Phone: () _____

Alternate Phone: () _____

Email: _____

Organization Mailing Address:

Organization Billing Address:

(if other than above)

Liability Insurance Information:

Company: _____ Policy No.: _____

Coverage: _____ Start Date: _____

Notes: _____ End Date: _____

All medical- or facility-related issues occurring during use of this facility must be reported to the custodian immediately.

Event Title: _____

Event Type:

- One-time event.** Date: _____
- Recurring event.**
- First date: _____ Last date: _____
- Mondays Thursdays
- Tuesdays Fridays
- Wednesdays Saturdays

- School/Division
- Meeting
- Concert
- Recreation
- Youth group
- Community service
- Private
- Other: _____

Number Attending: _____ / _____
Adults Children

Collecting Admission/fees?

- Cost recovery only
- For profit
- None
- Other: _____

Other Dates: _____

Start time: _____ **End time:** _____

Setup time: _____ **Breakdown time:** _____

Requested Building/School: _____

- Requested Room(s):
- Gym
 - Cafeteria
 - Multi-purpose room
 - Library
 - Classroom
 - Conference room
 - Rec. Room
 - Outdoor Space
 - Theatre
 - Other: _____

How many rooms in total? _____

Note: All Community Users are responsible for event set-up and breakdown. All requested equipment must be indicated on this form. Rooms must be left in their original condition after each event.

Requested Services (please provide details):

- Accessibility: _____
- Gym equipment: _____
- Screens/Boards: _____
- Seating: _____
- Tables: _____
- Other needs/own equipment: _____
- Elevators
- Internet access
- Restrooms
- Scoreboards
- Sound system (Division use only)

